



**About CityArts:** CityArts is a City of Wichita run facility in Sedgwick county. We provide space for art shows in our galleries, classes, camps, and private tutoring.

### **General Information-**

The mission and goal of the program: Giving families access to high quality, affordable child care. Our art camps will always have you trying something new like exploring clay, photography, copper bracelet making, painting on canvases, glass fusing and more! Create cool works of art and make new friends!

### **Registration and Fees-**

Registration Policies: Youth will be accepted regardless of race, sex, religion, handicap, political persuasion, gender, sexual orientation, national origin or ancestry. Parents and guardians registering their child in Art Camps must submit registration online using our website, call and register over the phone, or come into CityArts in person. Space is limited, and in the event that the program is filled to capacity a waitlist will be formed on a first come, first served basis. Parents will receive confirmation of registration via email at time of registration.

Ages of Campers: If your child is between ages 6-15 this camp will work for them. They must have completed kindergarten.

Payment: Payment is required at the time of registration. Mon-Fri 9-4 will be \$175 each week or \$40 for single-day camps.

Termination/Withdrawal Policies: If a student under the age of 18 has violated the CityArts Code of Conduct, a parent or guardian will be notified of such violation in writing. In the event that a child must be removed from a program or facility, the parent and/or guardian will be contacted and required to pick up the child immediately. Refund of program fees will not be issued when removal from the program or facility is a result of non-compliance with the Code of Conduct and/or health and safety guidelines. If a parent or guardian decides to withdraw their registration with less than 2-weeks notice, no refund will be given. Parents or guardians may transfer enrollment to another week of camp, subject to openings.

### **Health and Safety-**

#### General Safety Measures:

- All doors besides the main front door are locked
- The building is armed with a security system
- We conduct roll call every time they enter and leave the building

- Fire, and Tornado Drills are held once a month, with the information also posted in the classroom
- All cleaning supplies are in locked cabinets

First Aid Supplies: Each classroom will be equipped with a first aid kit.

Background Clearances: All full-time and part-time staff are required to submit state and federal background clearances as a condition of employment.

Incident Reports: If an accident, injury, or emergency should occur, we aim to learn from that experience, and modify our policies and procedures if necessary. An Incident Report form will be completed and given to parents/families for any accident or incident occurring on our property and/or during one of our programs onsite or offsite. The original report will be given to the family or guardian and a copy will be kept on file.

Illness: To help avoid the spread of illness, children with fever, diarrhea, vomiting or at the start of a cold should not attend camp. You must wait until fever, vomiting, or diarrhea has been gone for 24 hours without fever reducers before sending your child back to camp. Upon notification of a sick child during camp hours, a parent or guardian must pick up their child immediately. If the parent or guardian cannot be reached, emergency contacts will be called to pick up the child. It is very important that a sick child not remain in camp, both for the well-being of the child and the other children in camp.

### **Daily Life at Summer Art Camp-**

Drop-Off: Drop off will start at 8:00am for early drop off. Parents or guardians will bring the child into the facility at 334 N. Mead, and sign them in, and drop off any required paperwork.

Snack and Lunch Times: The children will have 2 snack times, one from 10:30-10:45, and the other one from 2:15-2:30. Lunch will be 12:15-12:45. You will need to send your child with lunch and snacks, or plan to bring them lunch. You are also welcome to pick them up and take them out for lunch during this time – just communicate this with the front desk. We also ask you to send your child with a refillable water bottle.

Personal Belongings: All personal items a child brings will need to have their name on it. Children are not allowed to have any medication in their bag or lunchbox, and if they require it, we will keep it at the front desk.

Policies: Our staff will treat your child with respect, and children are expected to show their peers, and art instructors respect at all times.

Off-Premises: When it's nice outside, we will take the children to the Old Town Plaza to have their lunch and snack times. By signing the Parental Permission Form for Off-Premises Trips you are authorizing your child permission to go outside. For inclement weather, the children may take breaks and/or eat lunch in room 305. By signing the Parental Permission Form you authorize your child to visit the 3rd floor of CityArts.

Pick-Up: Parents/Guardians are required to come inside to sign their child out, and may be asked to show I.D. when picking up the child.

### **Policies and Procedures-**

Family Grievance Procedure: In our daily communication with families, we strive to resolve issues that may come up. However, if at any time a parent feels that an issue has not been addressed or resolved and it may need to be pursued further, we are here to support that process by providing several opportunities for recourse. The early identification and communication of a concern and prompt initiation of a resolution can help avoid further problems. If you do have a question, concern or issue, the following steps will help facilitate the problem solving process:

- First, speak with your camp educators about your concern; they will work with you to determine a mutually agreeable course of action.
- If you still feel the issue is not resolved, contact Education Coordinator, Amanda Pfister at 316-350-3244, [apfister@wichita.gov](mailto:apfister@wichita.gov) or Executive Director, Alisha Gridley, 316-350-3242, [agridley@wichita.gov](mailto:agridley@wichita.gov)

Confidentiality: CityArts will maintain confidentiality and respect each family's right to privacy, refraining from disclosure of any confidential information. Children's files are stored away and only accessible to those who are working directly with your child. However, if we have reason to believe that a child's welfare may be at risk, we are bound by the law to share confidential information with state agencies or individuals who may intervene on behalf of the child.